

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



MANPOWER STANDARD 10B1AR

28 AUGUST 2003

Manpower Standard

COMMAND SUPPORT STAFF

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the NGB PDC WWW site at:
<http://www.ngbpdc.ngb.army.mil/angseries.asp>

OPR: ANG/XPME (Mr. G. W. Tatum III)

Certified by: ANG/CS (Col S. Wassermann)

Pages: 8

Distribution: F

This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the 189th Airlift Wing whose mission it is to provide aircrew training for students from each branch of the military that flies the C-130 aircraft and from 27 foreign countries. This standard applies to the 189th Airlift Wing, Little Rock Air Force Base, Arkansas, and encompasses all major processes performed by the Commander's Support Staff. It does not apply to any other units. This standard is applicable to peacetime operations only. The Air National Guard (ANG) is authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Commanders Support Staff. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson Air National Guard Base, TN 37777-6283.

1. STANDARD DATA.

1.1. Approval date. 28 August 2003

1.2. Man-hour Data Source. A Staffing Pattern was used to determine man-hour/manpower data.

1.3. Standard Manpower Equation. $Y=1$ (Constant Manpower)

1.4. Points of Contact:

1.4.1. Functional: Col John J Samuhel, 189 MX/CC

1.4.2. Manpower: George W. Tatum III, ANG/XPME/OLTN

2. APPLICATION INSTRUCTIONS. This work center requires constant manpower of one authorization. No other application instructions apply.

3. STATEMENT OF CONDITIONS. The normal hours of operation for this function are 80 hours per two-week period. The alternate work schedule of eight nine hour days, and one eight hour day is the norm. No environmental, equipment, or facility conditions affect this Manpower Standard.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 38-201 Determining Manpower Requirements

AFMAN 38-208, Volume 1, Air Force Management Engineering Program (MEP)-Process

AFMAN 38-208, Volume 2, Air Force Management Engineering Program (MEP)-Quantification Tools

Abbreviations and Acronyms

AF - Air Force

AFI - Air Force Instruction

AFMAN - Air Force Manual

AFMS - Air Force Manpower Standard

ANG - Air National Guard

ANG/XPME - Air National Guard Management Engineering Branch

ANGMS - Air National Guard Manpower Standard

IMT - Information Management Tool

MEP - Management Engineering Program

MSI - Manpower Standards Implementation

POD - Process Oriented Description

UMD - Unit Manpower Document

UTA - Unit Training Assembly

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center, it also includes approved variances. See AFI 38-201.

Man-Hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Process Oriented Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2

**PROCESS ORIENTED DESCRIPTION
COMMANDERS SUPPORT STAFF**

Table A2.1. Listing of Functional Processes.

1.	MANAGES STAFF ADMINISTRATIVE COMMUNICATIONS:
1.1.	RECEIVES INCOMING COMMUNICATIONS.
1.2.	PREPARES OUTGOING COMMUNICATIONS.
1.3.	CONTROLS OUTGOING ACCOUNTABLE COMMUNICATIONS.
1.4.	PREPARES AND MAINTAINS READ FILES.
1.5.	MAINTAINS FILES.
2.	MANAGES COMMANDER'S CALENDARS:
2.1.	RECEIVES APPOINT REQUEST.
2.2.	SCHEDULES.
2.3.	UPDATES.
2.4.	PUBLISHES AND DISTRIBUTES.
3.	PROCESSES EVALUATIONS:
3.1.	RECEIVES EVALUATION AND REVIEWS FOR CONTINUITY AND ACCURACY.
3.2.	MAINTAINS LOG.
3.3.	RETURNS TO RATER TO CORRECT MINOR ERRORS.
3.4.	FORWARDS TO PERSONNEL OFFICE AND CLEARS SUSPENSE.
4.	PROCESSES DECORATION:
4.1.	RECEIVES AND LOGS DECORATION PACKAGE.
4.2.	REVIEWS AND VERIFIES RIP DATA WITH DECORATION DATES.
4.3.	REVIEWS FOR QUALITY OF NARRATIVE AND CITATION.
4.4.	MAINTAINS FILE OF APPROVED AND DISAPPROVED DECORATIONS.
4.5.	LOGS OUT AND FORWARDS AWARD PACKAGE TO SERVICING PERSONNEL OFFICE.
5.	PERFORMS RECEPTION DUTIES:
5.1.	ACKNOWLEDGES VISITOR OR ANSWERS PHONE.

5.2.	ANSWERS INQUIRY.
5.3.	REFERS TO APPROPRIATE PERSON OR PLACE.
5.4.	SCHEDULES APPOINTMENT, IF REQUIRED.
5.5.	ESCORTS VISITOR, IF REQUIRED.
6.	MANAGERS COMMANDER'S RECOGNITION PROGRAMS (MEDAL PRESENTATION, INDIVIDUAL RECOGNITION, ETC.):
6.1.	SCHEDULES TIME AND PLACE.
6.2.	NOTIFIES PERSONNEL.
6.3.	DETERMINES FOR AUDIO VISUAL EQUIPMENT.
6.4.	OBTAINS EQUIPMENT, DECORATIONS, AWARDS, CERTIFICATES, ETC.
6.5.	SCHEDULES PHOTOGRAPHER.
6.6.	GATHERS BIOGRAPHY AND GUEST INFORMATION.
6.7.	PREPARES AGENDA.
6.8.	SETS UP LOCATION.
6.9.	RETURNS EQUIPMENT.
6.10.	PICKS UP DEVELOPED PICTURES.
6.11.	DISTRIBUTES PICTURES.
7.	SCHEDULES, PREPARES FOR, AND ATTENDS STAFF MEETINGS:
7.1.	SCHEDULES TIME AND PLACE.
7.2.	NOTIFIES PERSONNEL.
7.3.	DETERMINES NEED FOR AUDIOVISUAL EQUIPMENT.
7.4.	OBTAINS EQUIPMENT AND RESOURCES, AS REQUIRED.
7.5.	PREPARES AGENDA.
7.6.	SETS UP LOCATION.
7.7.	TAKES MINUTES.
7.8.	RETURNS EQUIPMENT AND RESOURCES.
7.9.	PREPARES AND DISTRIBUTES MINUTES.
8.	PROCESSES REPORTS OF INVESTIGATION, INQUIRIES, ETC. (INCLUDES CONGRESSIONAL INQUIRIES, IG COMPLAINTS, LINE OF DUTY DETERMINATIONS, COMMANDER'S ACTION):
8.1.	RECEIVES INVESTIGATION, INQUIRY, ETC.

8.2.	SUSPENSES UNTIL ACTION COMPLETED.
8.3.	MAINTAINS LOG.
8.4.	FORWARDS TO COMMANDER FOR REVIEW.
8.5.	FORWARDS/COORDINATES WITH APPROPRIATE AGENCY.
8.6.	PREPARES AND FORWARDS REPLY.
8.7.	MAINTAINS FILE COPY, AS REQUIRED.
9.	MANAGES AWARDS AND SPECIAL PROGRAMS (QUARTERLY/YEARLY AWARDS. FUNCTIONAL AWARDS, ETC.):
9.1.	DETERMINES REQUIREMENT.
9.2.	SOLICITS AND SUSPENSES NOMINATIONS.
9.3.	SCHEDULES, ORGANIZES, AND CONDUCTS BOARD, AS NEEDED.
9.4.	REVIEWS AND FINALIZES NOMINATION PACKAGE.
9.5.	FORWARDS PACKAGE.
9.6.	PREPARES AWARD OR CEREMONIES, AS REQUIRED.
10.	ARRANGES TRAVEL FOR LOGISTICS GROUP COMMANDER:
10.1.	RECEIVES INFORMATION REQUIRED FOR ORDERS.
10.2.	ORIGINATES ORDERS.
10.3.	PRINTS, REPRODUCES, AND DISTRIBUTES.
10.4.	SCHEDULES TRAVEL.
10.5.	PICKS UP TICKETS.
10.6.	PREPARES TRIP FOLDER.
10.7.	ARRANGES BILLETING.
10.8.	PREPARES ITENERARY.
10.9.	MAINTAINS ORDERS RECORD SETS.
11.	PREPARES FOR UNIT TRAINING ASSEMBLY (UTA).
12.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

Attachment 3**MANPOWER TABLE****Table A3.1. Standard Manpower Table.**

Work Center	Air Force Specialty Title	AFSC	Manpower Requirement							
Commander Support Staff	Information Management	3A0X1	1							
Total			1							

Note. AFSCs may be adjusted at the discretion of the Commander.